



FEDERAL ACQUISITION INSTITUTE - Workforce Competencies Survey

Federal Acquisition Institute (FAI) Acquisition Workforce Competency Survey

The **FCAT-AWF** is a competency survey tool for acquisition professionals. The tool is designed to ensure that the federal acquisition workforce has the needed competencies and skills. By completing this survey, respondents will help the organization understand current skills, identify priorities for workforce development efforts, and deliver training that improves the collective ability of the acquisition workforce to meet current and future government needs.

FCAT-AWF Overview

There is critical need to recruit, develop, and retain a Federal Acquisition Workforce capable of developing and implementing people management strategies and systems that align with their agency's mission and strategic priorities. The FCAT-AWF will allow for respondents and their supervisors to conduct an assessment of the technical competencies, general business competencies, competency training needs, managerial and environmental questions, and professional certifications. This assessment will enable agencies to identify strategies for assessing progress in meeting competency targets and determining whether other competencies need attention. Additionally the FCAT-AWF will allow for FAI to report on the health of the workforce and provide a status report as to the gap closing process.

The following will detail the information contained within the FCAT-AWF , as well as providing screenshots of the tool.

Welcome and Introduction

Welcome to the FAI Acquisition Workforce Competency Survey

If you have been instructed to complete this survey and you are a federal employee in a civilian agency performing acquisition duties (this includes those personnel in the Contracting series, Contracting Officer Technical Representative (COTR), and Program/Project Managers (P/PM) in the acquisition workforce and other federal employees or military personnel not employed by DoD but performing these duties, regardless of series, as defined by OFPP Policy Letter 05-01), please proceed.

The survey will take about 30-45 minutes to complete. The information you provide will be used by OFPP, FAI, and your agency to determine the degree to which certain skills, competencies, and certifications are resident in the civilian agency acquisition workforce. The results will be used to analyze current training, recruitment, and retention strategies and develop new approaches that can be used to determine where resources should be concentrated to improve contracting skills identified by the survey. **Please be assured that your responses will be completely anonymous.**

FAI FCAT-AWF 2.0 | Home - Microsoft Internet Explorer

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Important Notice	Welcome and Introduction	Message from the Administrator
<p>The assessment window for the Federal Competency Assessment tool - Acquisition Workforce (FCAT-AWF) will be from August 4 through October 31, 2008. Thank you for making the time to complete the self-assessment.</p> <p>During this time, we will conduct assessments for:</p> <ul style="list-style-type: none">Contracting FunctionProgram or Project Manager FunctionCOTR Function <p>This survey requires an access code to participate; please contact your Agency's representative to obtain the proper access code.</p>	<p>Welcome to the FAI Competencies Survey. The Department of Defense, as well as several other agencies are conducting separate, but similar competencies surveys. Employees of these agencies should check with their Acquisition Career Manager to determine whether you should be taking this survey. If you have been instructed to complete this survey and you are a federal employee in a civilian agency performing acquisition duties (this includes those personnel in the GS 1102 Contract Specialist (FAC-C) series and other federal employees or military personnel not employed by DoD but performing Contract Specialist duties regardless of series, Contracting Officer Technical Representative (FAC-COTR), and Program/Project Managers(FAC-PPM)), please proceed.</p> <p>The survey will take about 30 minutes to complete. The information you provide will be used by your agency to determine the degree to which certain skills, competencies, and certifications are resident in the civilian agency contracting workforce. The results will be used to analyze current training, recruitment, and retention strategies and develop new approaches that can be used to determine where resources should be concentrated to improve contracting skills identified by the survey. Your participation is voluntary. Please be assured that your responses will be completely anonymous.</p> <p>Click the link below to access FCAT-AWF</p> <p>Begin Survey Retrieve Saved Survey</p>	<p>As an acquisition professional, you are critical to the Government's success in providing goods and services to the American people and helping agencies meet their mission goals. One of my top priorities as the Administrator for Federal Procurement Policy is ensuring that the federal acquisition workforce has the needed competencies and skills. By completing this survey, you will help us understand current skills, identify priorities for workforce development efforts, and deliver training that improves the collective ability of the acquisition workforce to meet current and future government needs.</p> <p>We need your help to ensure that our training and development initiatives support you and your organization.</p> <p>Thank you for taking the time to help us with this critical effort.</p> <p><i>Paul A. Denett, Administrator</i></p>

Who is sponsoring this survey?

The Federal Acquisition Institute (FAI) has partnered with the Office of Federal Procurement Policy (OFPP) and the Office of Personnel Management (OPM), with the support of the Chief Acquisition Officers Council (CAOC) and the Interagency Acquisition Career Management Committee (IACMC), to identify competency development needs and prioritize training and development efforts. Subject Matter Experts from several agencies participated in the development of this survey.

What is the purpose of the survey?

This survey is intended to establish a baseline report of the competencies of the Federal Acquisition Community (FAC) PPM and COTR workforce, to illustrate agency and workforce wide mitigation strategy success for FAC-Contracting, to determine the areas where resources should be concentrated to improve or maintain essential acquisition skills, and to identify centers of excellence for acquisition skills.

How were the surveyed competencies developed?

The competencies were developed using a rigorous method of job analysis, focus group input, critical incident review, and subject matter expert feedback. The technical competencies were validated through an independent firm and the general competencies were validated by OPM. The FAI maintains information on updated competencies and training “blueprints” at www.fai.gov.

How will the results be reported?

You will be able to print a copy of your submission for your own records. Results will be compiled according to a reporting hierarchy aligned with the structure of the Federal Procurement Data System (FPDS). The results will automatically “roll up” individual answers into group data that correspond to your current organization. To protect your anonymity, any group that includes fewer than five respondents in an organization will be rolled up and reported with the next largest group. It is anticipated that overall results will be reported at the beginning of August.

Tips:

- Please complete all parts and sections of the survey before submitting your responses. While you may choose to complete the parts sequentially, you may return to any part at any time during your session.
- If you need to interrupt your session and return later to finish your submission, click on the “**Save My Survey**” button located on the left-hand menu. This will save your survey so you can return at a later time to finish. You will receive a key or password to re-access your incomplete survey.
- If you leave your computer during your survey completion session, the survey will time out after 60 minutes of inactivity and you will need to begin again.
- *If you would like to print a copy of your responses **before you submit**, select “**Print My Survey**” from the left-hand menu. You will not be able to print your survey responses after you have submitted them, since your submission is not tracked to you personally in order to maintain anonymity.*

- To submit your survey when complete, select “**Submit My Survey**” button located on the left-hand menu. If you choose to end this survey without completing each part, your results will not be saved or submitted.
- If you have any questions regarding the survey, please choose “**Help**” from the left-hand menu for frequently asked questions, definitions, or a way to contact someone.

Part 1 – Demographic Information

Instructions: Please select the appropriate answers to the questions below, then click “Save and Continue” to move to the next set of questions.

Survey Status

- Demographics
- Competencies
- Skills
- Environmental
- Certifications

Survey Options

- Submit My Survey
- Save My Survey
- Retrieve My Survey
- Print My Survey

Instructions: Please select the appropriate answers to the questions below, then click "Save and Continue" to move to the next set of questions. To exit the survey before submitting, click **Save My Survey** located under Survey Options. This will generate a 32 digit access key that you **MUST** save in order to retrieve your assessment. If you do not save this key, you will have to begin the assessment all over again. Step-by-step instructions for completing the assessment are located under Survey Options and may be accessed at any time.

Demographic - The asterisk * represents required fields.

Please indicate the Federal Acquisition Community position or role that is your current area of responsibility from the drop-down list *

If you are part of the GS-1102 job series, please select your title from the drop-down list *

Check here if your role and title are supervisory:

Agency/Department: *

Component: *

Sub-Agency/Office: *

Please select your current grade level or equivalent pay band *

Please select the highest level of education you have completed *

Please select your current age from the ranges provided *

Q1: Please indicate the Federal Acquisition Community position or role that is your current area of responsibility from the drop-down list.

1. FAC-Contracting (**If FAC-C is chosen, branch to Q2a**)
2. FAC-Contract Officer Technical Representative (**If FAC-COTR is chosen, branch to Q2b**)
3. FAC-Program/Project Manager (**If FAC-PPM is chosen, branch to Q2b**)

Q1b: If you currently serve as a FAC-COTR or FAC-PPM, please enter your four digit job series using the drop-down lists below. (**Branch to Q1c**)

GS Job Series Number	0-2	0-9	0-9	0-9
WG Series				

Foreign Service Series				
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If you are military personnel not employed by DoD but performing the duties of a PPM or COTR, check here.

Q1c: If you are part of the GS-1102 job series, please select your title from the drop-down list

1. Contracting Specialist
2. Contracting Officer
3. Cost/Price Analyst
4. Other
5. Procurement Analysis
6. Small Business Specialist

If you are military personnel not employed by DoD but performing the duties of a PPM or COTR, check here.

Check here if your role and title are supervisory.
(If Q1d is checked, branch to manager questions.)

Q2: Agency/Department

Q3: Component

Q4: Sub-Agency/Office

Q5: Please select your current grade level or equivalent pay band

Q6: Please select the highest level of education you have completed

Q7: Please select your current age from the ranges provided

Q8: Please select your gender

Q9: Would you describe your racial or ethnic background as: **This question is optional.**

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American (Non-Hispanic)
- Native Hawaiian or Other Pacific Islander
- White (Non-Hispanic)
- Other/Unspecified

The next few questions deal with your level of experience and retirement eligibility. Please select the most appropriate answers from the list of ranges provided. By answering these questions, FAI and your agency will be better able to gauge the level of contracting workforce experience, as well as gaps in competencies and skills due to the number of expected retirements in the upcoming months and years.

Q10: How many total years of federal service do you have?

Q11: Before you entered your current job series or role, were you:

1. Employed in another Federal government occupational series
2. Employed in similar job in State/Local government
3. Employed/serving in a similar position as active duty military
4. Employed in a similar job in the private sector
5. Employed in a similar job in a Non Government Organization
6. Employed in a similar job in an education setting (university/college)
7. Employed in a non-contracting/acquisition related job in the private sector
8. A student
9. Unemployed
10. Other **(If this option is selected, include a space to indicate where they learned about the career in acquisition)**

Q12: Select from the drop-down list what state you were located in before you entered you current position. **(Include drop down list of all US states and US territories)**

Q13: Indicate how you learned about your current position in the Federal acquisition workforce by selecting from the following options. More than one option can be selected

1. Career fair
2. Colleague
3. Friend
4. Job opening posted on government website
5. Job openings posted on a non-government website
6. Periodicals (newspaper, magazine, newsletter)
7. Recruiter
8. Other **(If this option is selected, include a space to indicate where they learned about the career in acquisition)**

Q14: How many total years of federal acquisition experience do you have including Contracting roles/duties, COTR and/or PPM duties?

Q15: How long do you expect to continue to work for the federal government in acquisition related work?

Q16: How long do you expect to continue to work for your current agency in acquisition related work?

Q17: How many years of acquisition experience do you have outside of the Federal government?

Note: Private sector contracting experience refers to working for private industry (e.g., a private company, consultant or support contractor to the Government, and/or academia).

Q18: How soon are you eligible for retirement?

Q19: How soon do you plan on retiring?

Part 2 – Competencies

Section 1 of 2 – Technical Competencies

Instructions:

Competencies are a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully (*Source – Office of Personnel Management*). In this part, there are two types of competencies you will be rating, technical and general. The two types of competencies will be completed in two sections.

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Survey Status

- Demographics
- Competencies
- Skills
- Environmental
- Managerial
- Certifications

Survey Options

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Instructions: Competencies are a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully (*Source - Office of Personnel Management*). In this part, there are two types of competencies you will be rating, technical and general. The two types of competencies will be completed in two sections.

The technical competencies are professional specific competencies that apply to the acquisition workforce and are essential for building a knowledgeable and high performing workforce. The general business competencies are those competencies that apply to the Acquisition Workforce and are essential for building a leadership cadre for the future. Please assess your current level of proficiency in each of the technical competencies by using the competency definitions to guide you. While there are several activities associated with each competency, please assess your overall proficiency for each competency.

Please use your best judgment and follow the key below to ascertain your current level of proficiency in My Assessment column:

- **NONE** - I do not possess proficiency in the competency.
- **BASIC** - I am capable of handling the simplest of assignments involving this competency, but need significant assistance beyond the easiest solutions.
- **FOUNDATIONAL** - I am capable of handling some assignments involving this competency, but need assistance beyond routine situations.
- **INTERMEDIATE** - I am capable of handling many day-to-day assignments involving this competency, but may seek assistance in difficult or new situations.
- **ADVANCED** - I am capable of handling most day-to-day assignments involving this competency, though may seek expert assistance with particularly difficult or unique situations.
- **EXPERT** - I am capable of handling all assignments involving this competency and may serve as a role model and/or coach to others.

Also, if you indicated that your role and title are supervisory in nature, you will have an additional column labeled Supervisor Endorsement. Using the same proficiency scale as above, please assess the overall proficiency of all employees you supervise (e.g., as a group, not individually).

Finally, select up to 5 competencies from the list below for which you think additional training would be a benefit to you. Also select up to 5 competencies for which you think additional training would benefit your organization. Your

The technical competencies are professional specific competencies that apply to the acquisition workforce and are essential for building a knowledgeable and high performing workforce. Please assess your current level of proficiency in each of the technical competencies by using the competency definitions to guide you. While there are several activities associated with each competency, please assess your overall proficiency for each competency. **Please use your best judgment and follow the key below to ascertain your current level of proficiency:**

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- *EXPERT – I am capable of handling all assignments involving this competency and may serve as a role model and/or coach to others.*

Finally, select up to 5 competencies from the list below for which you think additional training would be a benefit to you. Also select up to 5 competencies for which you think additional training would benefit your organization. Your organization includes other acquisition professionals in your office or agency, as well as other acquisition workforce members, such as program or project managers, and contracting officer technical representatives (COTRs). Your input will help your Agency and FAI better target training and development needs for the broader acquisition workforce.

(Please refer to the table below for a list of the competencies. Display will depend on responses from demographic questions)

Answers provided in this survey are completely anonymous.

Type	Function	Competency Name
Technical	Contracting	Strategic Planning
Technical	Contracting	Project Management
Technical	Contracting	Market Research
Technical	Contracting	Managing Competition
Technical	Contracting	Small Business and Preference Program Participation
Technical	Contracting	Defining Requirement
Technical	Contracting	Performance Base Acquisition
Technical	Contracting	Defining Contractual Relationships
Technical	Contracting	Solicitation of Orders
Technical	Contracting	Bid Evaluation

Technical	Contracting	Proposal Analysis and Evaluation
Technical	Contracting	Negotiation
Technical	Contracting	Contract Award
Technical	Contracting	Requirements Management
Technical	Contracting	Performance Management
Technical	Contracting	Financial Management
Technical	Contracting	Dispute Resolution and Termination
Technical	PPM	Requirements/Management Development Processes
Technical	PPM	Systems Engineering
Technical	PPM	Test and Evaluation (T&E)
Technical	PPM	Life Cycle Logistics (LCL)
Technical	PPM	Contracting
Technical	PPM	Business, Cost Estimating & Financial Management
Technical	PPM	Leadership/Professional
Technical	COTR	Acquisition Planning
Technical	COTR	Market Research
Technical	COTR	Defining Government Requirements in Commercial/Non-Commercial Teams
Technical	COTR	Effective Pre-Award Communication
Technical	COTR	Technical Analysis of Proposals
Technical	COTR	Negotiation
Technical	COTR	Effective Contract Management
Technical	COTR	Performance Management

Part 2 – Competencies

Section 2 of 2 – General Business Competencies

Instructions:

The general business competencies are those competencies that apply to the Acquisition Workforce and are essential for building a leadership cadre for the future.

Please use your best judgment and follow the key below to ascertain your current level of proficiency in each of the general business competencies:

- *NONE - I do not possess proficiency in the competency.*
- *BASIC – I am capable of handling the simplest of assignments involving this competency, but need significant assistance beyond the easiest solutions.*
- *FOUNDATIONAL – I am capable of handling some assignments involving this competency, but need assistance beyond routine situations.*
- *INTERMEDIATE – I am capable of handling many day-to-day assignments involving this competency, but may seek assistance in difficult or new situations.*
- *ADVANCED – I am capable of handling most day-to-day assignments involving this competency, though may seek expert assistance with particularly difficult or unique situations.*
- *EXPERT – I am capable of handling all assignments involving this competency and may serve as a role model and/or coach to others.*

Finally, select up to 5 competencies from the list below for which you think additional training would be a benefit to you. Also select up to 5 competencies for which you think additional training would benefit your organization. Your organization includes other acquisition professionals in your office or agency, as well as other acquisition workforce members, such as program or project managers, and contracting officer technical representatives (COTRs). Your input will help your Agency and FAI better target training and development needs for the broader acquisition workforce.

(Please refer to the table below for a list of the competencies. Display will depend on responses from demographic questions)

Answers provided in this survey are completely anonymous.

Type	Function	Competency Name
General	Contracting	Arithmetic
General	Contracting	Attention to Detail
General	Contracting	Contracting/Procurement
General	Contracting	Creative Thinking
General	Contracting	Customer Service
General	Contracting	Decision-Making
General	Contracting	Flexibility
General	Contracting	Influencing/Negotiating
General	Contracting	Information Management
General	Contracting	Integrity/Honesty

General	Contracting	Interpersonal Skills
General	Contracting	Learning
General	Contracting	Math Reasoning
General	Contracting	Memory
General	Contracting	Oral Communication
General	Contracting	Planning and Evaluating
General	Contracting	Problem Solving
General	Contracting	Reading
General	Contracting	Reasoning
General	Contracting	Self-Esteem
General	Contracting	Self-Management/Initiative
General	Contracting	Stress Tolerance
General	Contracting	Teamwork
General	Contracting	Writing
General	COTR	Attention to Detail
General	COTR	Decision-Making
General	COTR	Flexibility
General	COTR	Influencing/Negotiating
General	COTR	Integrity/Honesty
General	COTR	Interpersonal Skills
General	COTR	Oral Communications
General	COTR	Planning and Evaluating
General	COTR	Problem solving
General	COTR	Project Management
General	COTR	Reasoning
General	COTR	Self-Management/Imitative
General	COTR	Teamwork
General	COTR	Writing

Part 3 – Aligned Skills

Instructions:

The third set of questions relates to acquisition related skills you may possess and how often you exercise those skills in your normal work activities. Skills are different from competencies in that they are much more focused and, for our purposes, specific to your position or role.

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Skill Name	Description	My Assessment	Time Estimations
Requirements Development Process	Participates in the agency process that is the precursor to the acquisition process and is aimed at identifying, assessing and prioritizing needed mission oriented capability gaps, and is performed in coordination with potential users.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate <input type="radio"/> 4 - Advanced <input type="radio"/> 5 - Expert	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Minimal <input type="radio"/> 2 - Moderate <input type="radio"/> 3 - Extensive
Concept Selection Process	Understands and recommends selecting the idea(s) which best satisfy the project design by conducting an analysis of the alternative concepts so as to reduce the number and refine the concept(s) to better meet the mission capability gap, in support of sele	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate <input type="radio"/> 4 - Advanced <input type="radio"/> 5 - Expert	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Minimal <input type="radio"/> 2 - Moderate <input type="radio"/> 3 - Extensive
Technology Development Process	Reviews and selects potential platform technologies applicable to the acquisition through the analysis of customer needs against key performance parameters that are critical to the development of an effective capability; plans technology developments and	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate <input type="radio"/> 4 - Advanced <input type="radio"/> 5 - Expert	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Minimal <input type="radio"/> 2 - Moderate <input type="radio"/> 3 - Extensive
Core Management Skills & Processes	Understands the essential management responsibilities associated with acquisition planning to include WBS, integrated master plan, linkage between EVM and WBS, financial planning/execution reviews, project scope, Total life cycle system management, etc.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Basic <input type="radio"/> 2 - Foundational <input type="radio"/> 3 - Intermediate	<input checked="" type="radio"/> Not Completed <input type="radio"/> 0 - None <input type="radio"/> 1 - Minimal <input type="radio"/> 2 - Moderate <input type="radio"/> 3 - Extensive

Done Internet

Please assess your current level of proficiency in each of the acquisition related skills listed by using the skill definition to guide you. Please also indicate how much time, during your normal work activities; you spend actually using the skill. **Please use your best judgment and follow the key below to ascertain your current level of proficiency.**

- *NONE - I do not possess proficiency in the skill.*
- *BASIC – I am capable of handling the simplest of assignments involving this skill, but need significant assistance beyond the easiest solutions.*
- *FOUNDATIONAL – I am capable of handling some assignments involving this skill, but need assistance beyond routine situations.*
- *INTERMEDIATE – I am capable of handling many day-to-day assignments involving this skill, but may seek assistance in difficult or new situations.*
- *ADVANCED – I am capable of handling most day-to-day assignments involving this skill, though may seek expert assistance with particularly difficult or unique situations.*
- *EXPERT – I am capable of handling all assignments involving this skill and may serve as a role model and/or coach to others.*

Use your best judgment and follow the key below to determine your time estimations:

- *NONE – I do not spend any time on this job activity in my normal work activities.*
- *MINIMAL – I spend very little time on this job activity in my normal work activities.*
- *MODERATE – I spend a moderate amount of time on this activity in my normal work activities.*
- *EXTENSIVE – I spend most of my time on this job activity in my normal work activities.*

(Skills will change depending on the position/role selected earlier)

Item	Skill Name
1	Customer Business Analysis and Strategic Planning
2	Project Management
3	Contracting with Appropriate Government wide Acquisition Systems
4	Market Research
5	Requirements Analysis
6	Competitive Sourcing
7	Competitive Sourcing Regulations
8	Managing Competition
9	Socioeconomic Requirements
10	Selecting Offer Evaluation Factors
11	Determining Method of Acquisition
12	Performance Based Acquisition (PBA)
13	Environmental, Energy, and Water Efficiency

14	Pricing Arrangements
15	Recurring Requirements
16	Unpriced Contracts
17	Contract Financing
18	Methods of Payment
19	Documenting the Source Selection Plan
20	Publicizing Proposed Acquisitions
21	Subcontracting Requirements
22	Conducting Oral Solicitations/Proposals
23	Solicitation Preparation
24	Responding to Inquiries and FOIA Requests
25	Pre-Quote/Pre-Bid/Pre-Proposal Conferences
26	Amending/Canceling Solicitations
27	Managing the Bidding Process
28	Managing the Quotations and Proposal Process
29	Evaluating Non-Price Factors
30	Pricing Information from Offerors
31	Evaluating Accounting and Estimating Systems
32	Using Audit Information
33	Performing Price and Cost Analysis (Negotiated Acquisitions)
34	Conducting Proposal Communications
35	Establishing the Competitive Range
36	Negotiation Strategy
37	Conducting Discussions/Negotiations
38	Determining Responsibility/Capability
39	Preparing and Issuing Awards
40	Conducting Debriefings
41	Handling Protests
42	Entering Procurement Related Data
43	Contract Administration Planning and Orientations
44	Performance Metrics
45	Contract Modification and Adjustment
46	Task and Delivery Order Contracting
47	Performance Management
48	Commercial/Simplified Acquisition Remedies
49	Noncommercial Acquisition Remedies
50	Administering Financing Terms
51	Costs, Pricing, and Fees
52	Reviewing Invoices
53	Identifying Fraud
54	Resolving Disputes
55	Terminating Contracts
56	Contract Closeout

Part 4 – Environmental Questions

Instructions:

The fourth set of questions relates to the work environment in which you perform your duties. All participants should complete the **environmental questions**. In addition, if you directly supervise or manage other acquisition professionals and indicated you were a supervisor in Section 1, you will be asked to complete the **managerial questions**.

This would include employees with job titles of Section Chief, Branch Chief, or Division Chief who are responsible for the hiring, discipline, performance management, and termination of employees under their direct control.

Environmental Name	My Assessment
My supervisor generally approves my requests for training to maintain or increase my certification level or to satisfy my continuous learning requirements.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
If my training request is denied, it is because my organization does not have the funds.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
If my training request is denied, it is because my workload does not allow me the time.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
My work duties allow me the opportunity to apply the training I receive.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
I am actively engaged in my Individual Development Planning.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree

Answers provided in this section are completely anonymous.

Please indicate your agreement or disagreement with the environmental statements below. **Follow the key below when determining your agreement or disagreement with the statements.**

- 5 – *Strongly Agree*
- 4 – *Agree*
- 3 – *Neither Agree nor Disagree*
- 2 – *Disagree*
- 1 – *Strongly Disagree*

Item	Environmental Question
1	My supervisor generally approves my requests for training to maintain or increase my certification level or to satisfy my continuous learning requirements.
2	If my training request is denied, it is because my organization does not have the funds.
3	If my training request is denied, it is because my workload does not allow me the time.
4	My work duties allow me the opportunity to apply the training I receive.
5	I am actively engaged in my Individual Development Planning.
6	My supervisor plays a key role in my Individual Development Planning.
7	I have a mentor/coach.
8	I do not have a mentor/coach, but would benefit from one.
9	My performance review gives me information about my competency gaps and training needs.
10	I have the opportunity to work on different assignments or in new areas of acquisition to broaden my expertise.
11	I would benefit from working on different assignments or in new areas of acquisition to broaden my expertise.
12	A rotational assignment outside my immediate organization would broaden my expertise.
13	I am provided dedicated work time to complete on-line training courses.

Part 5 – Managerial Questions

Instructions:

The fifth set of questions relates to the work environment in which you perform your duties. All participants should complete the Managerial questions. In addition, if you directly supervise or manage other acquisition professionals and indicated you were a supervisor in Section 1, you will be asked to complete the managerial questions. This would include employees with job titles of Section Chief, Branch Chief, or Division Chief who are responsible for the hiring, discipline, performance management, and termination of employees under their direct control.

The screenshot shows a Microsoft Internet Explorer browser window displaying a survey page. The address bar shows the URL: <https://faisurvey.xservices.com/modules/SurveySections/Managerial1.aspx?SurveyID=1509>. The page content is organized into a table with two columns: 'Managerial Name' and 'My Assessment'. On the left side of the page, there are two buttons: 'Retrieve My Survey' and 'Print My Survey'. The survey questions and their assessment options are as follows:

Managerial Name	My Assessment
There is adequate time for my employees to participate in training.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
My supervisor generally supports requests for my employees to participate in training.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
I am able to provide adequate on-the-job training and coaching to develop my employees effectively.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
My workload allows me the time to increase my managerial and leadership skills by attending training and workshops.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree <input type="radio"/> 3 - Neither Agree nor Disagree <input type="radio"/> 4 - Agree <input type="radio"/> 5 - Strongly Agree
My workload allows me the opportunity to manage my employees? development effectively.	<input checked="" type="radio"/> Not Completed <input type="radio"/> 1 - Strongly Disagree <input type="radio"/> 2 - Disagree

Follow the key below when determining your agreement or disagreement with the statements.

- 5 – *Strongly Agree*
- 4 – *Agree*
- 3 – *Neither Agree nor Disagree*
- 2 – *Disagree*
- 1 – *Strongly Disagree*

Item	Managerial Questions
1	There is adequate time for my employees to participate in training.
2	My supervisor generally supports requests for my employees to participate in training.
3	I am able to provide adequate on-the-job training and coaching to develop my employees effectively.
4	My workload allows me the time to increase my managerial and leadership skills by attending training and workshops.
5	My workload allows me the opportunity to manage my employees' development effectively.
6	My workload allows me the time to administer my contracting duties effectively and professionally.
7	I play a key role in my employees' Individual Development Planning.
8	I have adequate resources and support to provide the training my employees need.
9	I provide feedback and information to my employees about their competencies and training needs during their performance reviews.
10	My team is adequately staffed to allow time to complete operations and also provide mentoring/coaching and on-the-job training.
11	I would support my employees in identifying rotational assignments.

Part 6 – Professional Certifications

Instructions:

The following questions relate to the professional certifications or certificates that you currently hold in contracting or an acquisition related field (program/project management or COTR). Certifications differ from certificate programs because certifications, by definition, include work experience. Certificate programs, on the other hand, award certificates once the course of study has been completed and do not require previous work experience.

If you **do not** currently possess any professional certifications, do not select any and simply click the **"Save and Continue"** button to move to the next part.

Name	Certified
FAC-C - Level 1	<input type="checkbox"/>
FAC-C - Level 2	<input type="checkbox"/>
FAC-C - Level 3	<input type="checkbox"/>
FAC-PPM	<input type="checkbox"/>
FAC-COTR	<input type="checkbox"/>
DAWIA - Level 1	<input type="checkbox"/>
DAWIA - Level 2	<input type="checkbox"/>
DAWIA - Level 3	<input type="checkbox"/>
Agency specific contracting certification	<input type="checkbox"/>
Agency specific project management certification	<input type="checkbox"/>
Agency specific COTR certification	<input type="checkbox"/>
Contracting certification through an academic, non-profit, training or professional organization	<input type="checkbox"/>
Project management certification through an academic, non-profit, training or professional organization	<input type="checkbox"/>

Save and Continue

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Please indicate the type(s) of certifications you have by clicking the check box next to each of the certification areas.

If you **do not** currently possess any professional certifications, click the **“Skip Certifications”** button to move to the next part.

Item	Certification
1	FAC-C – Level 1
2	FAC-C – Level 2
3	FAC-C – Level 3
4	FAC-PPM
5	FAC-COTR
6	DAWIA – Level 1
7	DAWIA – Level 2
8	DAWIA – Level 3
9	Agency specific contracting certification
10	Agency specific project management certification
11	Agency specific COTR certification
12	Contracting certification through an academic, non-profit, training or professional organization.
13	Project management certification through an academic, non-profit, training or professional organization.

You have now completed all 6 parts of the survey!

Instructions:

1. **Review your survey answers** and make sure you answered all the questions.
2. **Print your answers** - If you would like to print a copy of your responses **before you submit**, select “**Print My Survey**” from the left-hand menu. You will not be able to print your survey responses after you have submitted them, since your submission is not tracked to you personally in order to maintain anonymity.
3. **Submit your survey** - To submit your survey, select the “**Submit My Survey**” button located on the left-hand menu. Once you submit your survey you will not be able to retrieve it. If you want to review or change any of your responses before you submit, you may return to any part of the survey by clicking on that part in the left-hand menu.

The screenshot shows a web browser window titled "Survey Complete - Microsoft Internet Explorer". The address bar shows the URL: <https://faisurvey.xservices.com/modules/SurveyMain/Complete.aspx>. The page content includes a header with the Federal Acquisition Institute logo and the text "FEDERAL ACQUISITION INSTITUTE - Workforce Competencies Survey". Below the header, there are navigation links for "Home" and "Help", and a welcome message: "Welcome 16a7d0eed0b4f05adeb9175fb1a5337 | Sign Out". The main content area is divided into two columns. The left column contains a "Survey Status" section with a list of categories: Demographics, Competencies, Skills, Environmental, Managerial, and Certifications, each with a red checkmark icon. Below this is a "Survey Options" section with three buttons: "Submit My Survey", "Save My Survey", "Retrieve My Survey", and "Print My Survey". The right column contains the message "You have now completed all parts of the survey!" followed by "Instructions:" and a list of three instructions: "Review your survey answers", "Print your answers", and "Submit your survey". At the bottom of the main content area, there is a "Submit My Survey" button. The footer of the page displays "Federal Acquisition Institute (703) 805-2300". The browser's status bar at the bottom shows "Done" and "Internet".